



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
280TH BASE SUPPORT BATTALION
DIRECTORATE OF PUBLIC WORKS
CMR 457
APO AE 09033

OCT 17 2003

AETV-WG-SMV

Standing Operating Procedure (SOP) for Askren Manor Recycle Center
(AMRC)

1. References:

- a. AR 200-1, Environmental Protection and Enhancement, 21 Feb 97.
- b. USAREUR Regulation 200-1, Environmental Quality Program, 9 Dec 93 (w/Ch 1, 1994).
- c. 98th ASG Regulation 200-1, SORT Program, 31 May 94.
- d. 280th BSB Hazardous Waste Management Plan, 01 Jul 99.

2. **Purpose:** To provide US civilians, soldiers, and family members guidance on the collection of certain recyclable materials.

3. General:

a. The Askren Manor Recycling Center (AMRC), Bldg #560, is located at Askren Manor, at the intersection of Lee Street and Maple Street.

b. Every US ID-card owner of the 280th BSB is authorized to enter and deliver any items/materials suitable for recycling to the yard - in domestic quantities.

c. The yard is open from Monday through Saturday including German and US holidays. Exceptions are January 1st and December 25th. The yard is closed on these days and every Sunday.

Operating hours March through October:

Monday through Friday: 08:30 to 13:00 hrs 14:00 to 18:00 hrs
Saturday: 08:30 to 14:00 hrs

Operating hours November through February:

Monday through Friday: 08:30 to 13:00 hrs 14:00 to 17:00 hrs
Saturday: 08:30 to 13:00 hrs

d. During extreme weather conditions, the AMRC is closed. The yard may also close if the telephone malfunctions and the attendant has no means to contact emergency services.

e. Customers are reminded, they enter the ARMC at their own risk.

AETV-WG-SMV

SUBJECT: Standing Operating Procedure (SOP) for Askren Manor Recycle Center

f. Customers must fully comply with any and all instructions from the AMRC attendants. Attendants are authorized to check ID cards.

g. If problems occur that cannot be resolved by AMRC personnel, immediately notify the Environmental Management Office (EMO) at DSN 354-6795, and/or Military Police Station (MP) at DSN 114.

4. Responsibilities:

a. Yard operator: See Annex 2

b. Customers: Bring all materials to the AMRC already properly sorted, and place them into the appropriate containers. Unsorted material is not permitted in any of the recycle containers.

5. Restrictions:

a. No one is authorized to collect or remove items from the AMRC.

b. Children younger than 8 years of age may enter the AMRC only when accompanied by **at least one** legal guardian.

c. At **no time** is it permitted to enter the yard with rollers, bicycles, rollerblades, skateboards, tricycles, motorbikes, or similar devices/toys/vehicles, because they present a safety hazard. The inside court of the AMRC is a **pedestrians only** area.

d. Customers are generally restricted from entering the AMRC with their vehicles. The only exception is for drop off of large and heavy items, but only at the discretion and under the supervision of the AMRC attendant.

e. Dogs are not permitted in the AMRC.

6. Safety Requirements:

a. Electric powered press-containers are only operated when no customers are in the yard. **Customers will not operate press-containers at any time.**

b. Do not store flammable materials next to, around, in front of, or above the electric room heater.

c. Storage and use of hazardous materials (flammable material/ fluids/ spray cans, etc.) **inside** the office is prohibited.

AETV-WG-SMV

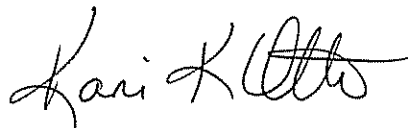
SUBJECT: Standing Operating Procedure (SOP) for Askren Manor Recycle Center

d. Exercise caution when a vehicle is moving inside the yard; generally, this is only authorized at walking speed and with a ground guide.

e. Avoid leaks of hazardous substances into the sewer and ground. Enforce the Community Spill Prevention and Clean-Up Plan.

f. In case of accidents, fires, development of smoke - gases - fog or steam, noxious fumes, etc., the yard must be cleared of customers immediately! The US-Fire Department must be notified without delay - Tel: DSN 353-8645, 354-6645, or Civ: 87711.

8. Provide complaints, comments, or suggestions for improvements, in writing, to: DPW EMO, CMR 457, APO AE 09033, Attn: Mr. Rueckert, Tel: DSN 354-6795. In urgent cases, call DSN 354-6795 directly.



KARI K. OTTO
MAJ, EN
Director, Public Works

Encls
Annex 1
Annex 2

ANNEX 1

The following materials/items are accepted at the AMRC:

1. Organic waste: Compost, small amounts of food leftovers
2. Paper: Newspapers, magazines, wrapping paper
3. Cardboard Boxes: Moving and appliance cartons, shoe cartons, cardboard boxes
4. Dry Cell Batteries: All sizes (incl. Mercury and Lithium)
5. Vehicle Batteries: POV batteries only
6. Household Hazardous Waste (HW): Floor wax, varnishes
7. Bulk Trash: Wooden closets, wardrobes, beds, mattresses, toys
8. Scrap Metal: Metal closets, metal lockers, metal household items, metal racks
9. Metal Cans: Soda cans, beer cans, food cans
10. Glass: Window glass, mirrors, glass plates, hollow glassware, bottles.
11. Electronic Scrap: TV's, computers, radios, lamps, irons. Be sure to cut off cables and place them into the corresponding container.
12. Used Clothing (incl. shoes).
13. All soft plastic items required to go into the "Yellow Bag", such as plastic containers for milk, yogurt, cream cheese, sour cream, bags for chips, empty plastic bottles for shampoo, dishwashing liquid, bath foam.
14. Waste oil and waste antifreeze are **only** accepted in the original bottles. Turn in oil/gasoline filters, contaminated dry sweep, etc., to the HW-Center in Conn Barracks, Bldg # 147, or deposit in the units' own HW-Bldgs.

NOTE: Customers must keep all materials/items that the AMRC cannot accept. The AMRC cannot accept stoves, refrigerators, freezers, washers, and dryers. They must be taken to the DPW compound, or held for designated bulk trash pick-up days.

ANNEX 2

Responsibilities and Duties of AMRC Personnel:

1. The recycling yard operator will not leave the recycling center during operating hours (except for emergencies).
2. Open up the yard and the containers at the latest 5 minutes prior official opening time to ensure that the equipment is fully functional.
3. Close and secure the yard and the containers right after closing time.
4. During winter season, remove snow and ice from the entire yard including the driveway, three parking spaces, and the sidewalk leading to them.
5. Sweep fallen leaves in the yard including the driveway, three parking spaces, and the sidewalk leading to them. Put material in the organic material container.
6. Police and operate all containers in the recycling yard.
7. Accept and sort smaller amounts of hazardous waste into the plastic drums provided.
8. Ensure all safety regulations in the area of the recycling center are followed.
9. Coordinate emptying of full containers and document it.
10. Supervise and advise customers in proper sorting.
11. Provide accurate information to customers seeking help.
12. Supervise customers unloading bulky and heavy items.
13. Keep office container in neat and clean condition (incl. restroom).
14. Record number of customers per day (count per hours, days, weeks, months, and year).
15. Issue informative material, as well as paper and plastic bags to customers.
16. Remove material left in front of and behind the entrance gate during closing time. Sort and place in the proper containers.